

Welcome to the Commander's Section of the Family Readiness Toolkit

The purpose of this section is to provide you the information and resources you need to promote family readiness within your command. Family readiness has a direct impact on morale, retention and your ability to recruit new members to your unit. During times of crisis, effective family readiness programs pay significant dividends in terms of family morale. Your unit's members will perform their best if their families are well prepared for separation.

Family readiness cannot be achieved through "catch-up" activities conducted just before or during deployment or training. Instead, family readiness must constantly be promoted through a well-planned and carefully executed program. To be effective, you must constantly gauge the effectiveness of your family readiness program by collecting and analyzing information. Key sources of information available to you are:

- Participation in government benefits/entitlement related programs (e.g., SGLI)
- Reports of family issues encountered during past training exercises and deployments
- Deployability rate
- Family care plan compliance
- Participation in family related unit activities
- Feedback and information from unit members, family members, FRG members, and volunteers
- Reenlistment rates

Make it a point to ask unit members and family members about family readiness issues. Identify their concerns and informational needs. Find out how well those needs are being met and adjust your family readiness program to fill the gaps.

Each Guard and Reserve component follows Department of Defense Instructions (DoDI's) and their service specific regulations and orders on family readiness. There are also manuals and pamphlets that provide useful information on family readiness within each service. Use the Internet to access these DoDI's, Regulations and Orders. The service web site addresses are provided in the toolkit in the Resource Section, C-3.

GUARD & RESERVE FAMILY READINESS PROGRAMS TOOLKIT

Listed below are some of the published regulations and orders and corresponding web sites for additional resources: (not inclusive and is not intended to supercede other guidance)

Regulation/Order	Title	Links
DoDI 1341.2	Defense Enrollment Eligibility Report System (DEERS) Procedures	http://www.dtic.mil/whs/directives/
DoDI 1342.19	Family Care Plans	http://www.dtic.mil/whs/directives/
DoDI 1342-22	Family Centers	http://www.dtic.mil/whs/directives/
DoDI 1342.23	Family Readiness in the National Guard and Reserve Components	http://www.dtic.mil/whs/directives/
DoD Directive 1350.4	Legal Assistance Matters	http://www.dtic.mil/whs/directives/
	Army Legal Services site	http://www.jagcnet.army.mil/legal
NAVSPERS 1557A	Navy Family Ombudsman Program Manual	http://neds.nebt.daps.mil/
USARC Regulation 608-1	Family Readiness Handbook	
Air Force Instruction 36-2908	Family Care Plans	http://afpubs.hq.af.mil/pubfiles/af/36/afi36-2908/afi36-2908.pdf
Air Force Instruction 36-3009	Family Support Center Program	http://afpubs.hq.af.mil/pubfiles/af/36/afi36-3009/afi36-3009.pdf
Army Regulation 600-20	Army Command Policy	http://www.usapa.army.mil/
FORSCOM Regulation 500-3-3	Reserve Component Unit Commander's Handbook (RCUCH)	
Marine Corps Order 1754.6	Marine Corps Family Team Building (MCFTB)	http://www.usmc.mil/marinelink/ind.nsf/publications
DA Pam 608-47	A Guide to Establishing Family Support Groups	http://www.usapa.army.mil/

Useful web sites and links to the publications web sites for the services:

<http://www.dtic.mil/whs/directives/links.html>

Finally, review the Service Member section of this toolkit to identify resources you can use to educate and inform your members and their families.

The contents of this Toolkit have been developed to assist you in your efforts to support family readiness. Every effort has been made to ensure that the information provided is current and accurate. However, because statutory and regulatory changes may have occurred since the publication of this Toolkit, the Office of the Assistant Secretary of Defense for Reserve Affairs cannot assume responsibility for its continued accuracy. Before taking any significant action based on the contents of this Toolkit, you should contact a subject matter expert in your chain of command to secure the most current information.